

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS**  
**TUESDAY, APRIL 12, 2022**  
**CITY HALL COUNCIL CHAMBERS**  
**5:00 p.m.**

**COMMITTEE MEMBERS PRESENT:** Ceri Otero, David Armstrong and Robin Harrison.

**OTHER COUNCIL MEMBERS:** Mayor Dan Rife and Ed Barlow

**STAFF PRESENT:** City Administrator Greg Dagnan, City Clerk Traci Cox, and HR Coordinator Michael Miller.

**OTHERS PRESENT:** Abi Almandinger and Robin Blair

Chair Ceri Otero called the meeting to order at 5:00 P.M.

**OLD BUSINESS:**

1. **Approval of minutes from previous meeting:** On a motion by Mrs. Harrison, the minutes of the March 22, 2022 meeting were approved 3-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mrs. Harrison moved to approve the claims. Motion carried 3-0.

**NEW BUSINESS:**

1. **Consider and discuss changes to the Assistant City Administrator job description:** HR Coordinator Michael Miller discussed the changes to the job description. The job description has added new job functions with a heavy emphasis on financials. Mr. Armstrong moved to forward the job description to council with the possibility of making adjustments to the job description in the future. Motion carried 3-0.
2. **Consider and discuss Tourism Director job description:** HR Coordinator Michael Miller discussed the new position and job description which will be under the direction of the City Administrator. Mrs. Harrison moved to forward the job description to council for approval. Motion carried 3-0.
3. **Staff Reports:** Mr. Dagnan reported staff meetings have been reduced to one hour and held only on days of council meetings.
4. **Other Reports:** None

**ADJOURNMENT:** Mr. Armstrong made a motion to adjourn at 5:40 PM. Motion carried 3-0.

Traci Cox